

4GENESEE COUNTY ROAD COMMISSION

BOARD MEETING MINUTES

November 05, 2019

CALL TO ORDER

Chairperson Mandelaris called the meeting of the Genesee County Board of Road Commissioners to order at 10:00 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley St., Flint, Michigan 48503-3995.

ROLL CALL

Present: John Mandelaris, Chairperson
Robert Johnson, Vice-Chairperson
Shirley Kautman-Jones, Commissioner
David Arceo, Commissioner
Cloyce Dickerson, Commissioner

Absent: None

Others Present: Fred Peivandi, Anthony Branch, Eric Johnston, Randy Dellaposta, Tracy Kahn, Donna Poplar, Stephanie Jaeger, (Genesee County Road Commission Staff), Mark Rochford, Baker Tilly Financial Advisors, Linda Kossak, Secretary of the Board of Road Commissioners.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Mandelaris.

APPROVAL OF AGENDA

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the agenda for November 05, 2019 as printed and presented.

MOTION CARRIED.

APPROVAL OF MINUTES

October 08, 2019 – Board Meeting

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the minutes for October 08, 2019.

MOTION CARRIED.

MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION

Monday, November 11, 2019

GCRC Administration offices closed (non-essential operations) in observance of the Veteran’s Day holiday.

Tuesday, November 19, 2019

9:00 a.m. – Road & Bridges Advisory Committee Meeting

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

None.

CORRESPONDENCE

INCOMING

County Road Commission Exposure to Liability – In a letter dated October 21, 2019, Attorney William Henn, Henn Lesperance PLC, provided a legal opinion on the consequence of a County Board of Commissioners that dissolves its Board of County Road Commissioners and assumes all the powers, duties, functions, and liabilities of the Road Commission, which significantly increases its own expenses and potential liability. (Copy of filed with official minutes.)

The Road to Opportunity – A Briefing on Governor Gretchen Whitmer’s Fiscal Year 2020 Budget Proposal, by Paul C. Ajegba, Director of Michigan Department of Transportation – Included in the board packet was an informational handout, “The Road to Opportunity – A briefing on Governor Gretchen Whitmer’s fiscal year 2020 budget proposal”, prepared by Mr. Paul C. Ajegba, P.E., Director of the Michigan Department of Transportation, outlining road funding in the state of Michigan. (Copy filed with official minutes.)

OUTGOING

None.

INTERNAL

Advisement of Collection Agency Services – In a memorandum dated October 25, 2019, staff advised the Board that the Genesee County Road Commission would be utilizing the services of Scheer, Green & Burke, LPA (SGB) for the collection of past due monies owed to the Genesee County Road Commission. (Copy of memorandum and bid sheet filed with official minutes.)

INFORMATION

None.

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to receive and file the presented correspondence.

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Issuance of a Purchase Order to Todd Wenzel Buick GMC for the purchase of Fleet Vehicles – In a memorandum dated October 15, 2019, staff requested the Board approve the issuance of a Purchase Order to Todd Wenzel Buick GMC for one (1) 2020 GMC Sierra 1500 truck, one (1) 2020 GMC Terrain and Three (3) 2020 GMC Sierra 2500 trucks. (Copy of memorandum and specifications filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve purchase of vehicles from Todd Wenzel GMC Buick totaling \$156,090.00, for the following vehicles:

One (1) – 2020 GMC Sierra 1500 4WD Double Cab w/6.5’ bed	\$32,031.00
One (1) - 2020 GMC Terrain AWD 4 Door SLE	\$26,550.00
Three (3) – 2020 GMC Sierra 2500 HD-2WD Double Cab w/8’ Bed	<u>\$32,503.00</u>
Total Cost	\$156,090.00

MOTION CARRIED.

Extension of Agreement for the Fleet Maintenance & Facilities Department for HD Equipment Repair Services and Parts - In a memorandum dated October 21, 2019, staff requested the Board approve the extension of bid terms and the issuance of a Purchase Order to Flint New Holland for HD Equipment Repair Services and Parts. (Copy of memorandum and extension letter filed with official minutes.)

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the extension of the bid terms and the issuance of a Purchase Order to Flint New Holland for HD Equipment Repair Services and Parts on an as needed basis in an amount of \$40,000.

MOTION CARRIED.

Issuance of a Purchase Order to Johnson Controls for HVAC Equipment Software – In a memorandum dated October 15, 2019, staff requested the Board approve the issuance of a Purchase Order to Johnson Controls to replace existing HVAC system equipment/software with a Metasys BAS. (Copy of memorandum and proposal filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the issuance of a Purchase Order to Johnson Controls to replace existing HVAC system equipment/software with a Metasys BAS in an amount of \$101,195.00.

MOTION CARRIED.

Issuance of a Purchase Order to Truck & Trailer Specialties for Up-fitting 2021 Western Star Chassis' and for Equipment for GCRC to upfit additional Western Star Chassis' – In a memorandum dated October 24, 2019, staff requested the Board approve the issuance of a Purchase Order to Truck & Trailer Specialties for up-fitting (2) 2021 Western Star Chassis and for the equipment required for GCRC to up-fit (2) additional 2021 Western Star Chassis'. (Copy of memorandum filed with official minutes.)

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Truck & Trailer Specialties for up-fitting two (2) 2021 Western Star Chassis and for the equipment required for the GCRC to up-fit two(2) additional 2021 Western Star Chassis in an amount of \$631,112.00.

Up-fitting (2) 2021 Western Star Chassis – labor included

1 Tandem Swap Loader	\$173,227.00 (each)
1 Tandem Axle Dump Body	\$143,042.00 (each)

Equipment only for GCRC to up-fit (2) 2021 Western Star Chassis

2 Tandem Swap Loader	\$157,427.00 (each)
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MOTION CARRIED.

Issuance of a Blanket Purchase Order for Item #9 - Hot Mix Asphalt Materials and Item #95 - Guardrail Placement or Repair – In a memorandum dated October 25, 2019, staff requested the Board approve the issuance of Blanket Purchase Orders to Ace Saginaw Paving Company for Item #9 - Hot Mix Asphalt Materials and Item #95 - Nationwide Construction Group for Guardrail Placement or Repair. (Copy of memorandum and bid sheets filed with official minutes.)

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the issuance of Blanket Purchase Orders to the following companies:

- Item # 9 - Ace Saginaw Paving Company - Hot Mix Asphalt Materials on an as needed basis in an amount of \$4,163,316.00.
- Item #95 – Nationwide Construction Group for Guardrail Placement or Repair on an as needed basis in an amount of \$300,000.

MOTION CARRIED.

Amendment of Purchase Orders #82530, 82766 and 82459 for Maintenance Materials – In a memorandum dated October 22, 2019, staff requested the Board approve the amendment of Purchase Orders for #92530, 92766 and 82459. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the amendment of Purchase Orders #82530, 82766 and 82459:

- Purchase Order #82530 to Michigan Paving & Materials reflecting an increase of \$252,839.41, raising the total amount to \$552,839.41.
- Purchase Order #82766 to Great Lakes Chloride reflecting an increase of \$330,000, raising the total amount to \$1,330,000.
- Purchase Order #82459 to Wirt Saginaw Stone Dock reflecting an increase of \$347,136.85, raising the total amount to \$1,612,136.00.

MOTION CARRIED.

Genesee County Road Commission Investment Policy Update – In a memorandum dated October 25, 2019, staff requested the Board of Road Commissioners approve and adopt the updated GCRC Investment Policy and resolution. (Copy of memorandum and updated Investment Policy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Kautman-Jones, to approve and adopt the Genesee County Road Commission updated Investment Policy and resolution.

Investment Advisor Mr. Mark Rochford, Baker Tilly Financial Advisors, attended the Board meeting to answer any questions the Board may have regarding the updated investment policy.

MOTION CARRIED.

Contract Renewal with Constellation NewEnergy – In a memorandum dated October 16, 2019, staff requested the Board approve the renewal of a contract with Constellation NewEnergy for a period of 36 months. (Copy of memorandum and filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve renewing a contract with Constellation NewEnergy for 36 months, (December 01, 2019 through November 30, 2022) and further, that the Board approve the signing and execution of the Gas Customer Choice Contract submitted by Constellation NewEnergy. The natural gas pricing for the commodity only is 2.89 Mcf.

MOTION CARRIED.

Issuance of a Renewal Purchase Order to Plante Moran for the Fiscal Year 2019 Financial Audit Services – In a memorandum dated September 30, 2019, staff requested the Board approve the issuance of a Purchase Order to Plante & Moran for Item #GCRCFA16 – Financial Audit Services. (Copy of memorandum and Plante & Moran contracted services agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the issuance of a Purchase Order to Plante & Moran for Item #GCRCFA16 – Financial Audit in an amount of \$33,700.00 for fiscal year ending September 30, 2019.

Financial Statement Audit 2019	\$21,400.00
Financial Statement Preparation	\$ 5,300.00

GASB	\$ 7,000.00
Total	\$33,700.00

Commissioner Arceo asked if staff could provide the Board with the list of the auditors the GCRC has used in previous years. Staff stated they would provide the Board with that list.

MOTION CARRIED.

Ratification of Vouchers totaling \$2,871,034.82– (Copies filed with official minutes.)

Voucher #V-40516

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40516 in the amount of \$165,309.46.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40517

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40517 in the amount of \$555,752.32.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40518

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40518 in the amount of \$477,945.77.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40519

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40519 in the amount of \$24,211.24.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40520

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40520 in the amount of \$475,550.03.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40521

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40521 in the amount of \$110,100.27.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40522

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40522 in the amount of \$322,982.47.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

Chairperson Mandelaris noted that Finance Director, Tracy Kahn signed this voucher and also had a check issued to her (#107333) for employee reimbursement of travel expenses (\$98.67), but stated there is no conflict of interest.

MOTION CARRIED.

Voucher #V-40523

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40523 in the amount of \$90,685.09.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40524

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40524 in the amount of \$648,498.17.

VOTE ON MOTION:

Yes: Dickerson, Kautman-Jones, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Genesee County Road Commission Employee Handbook – In a memorandum dated October 30, 2019, staff requested the Board approve the 2019 revised GCRC Employee Handbook and adoption of the resolution. (Copy of memorandum and resolution filed with official minutes.)

Commissioner Kautman-Jones asked if the handbook covered random drug and alcohol testing for all employees, not just those with CDL licenses. Human Resource Director Donna Poplar stated that this is covered under managerial rights. The Board and Managing Director Peivandi thanked Human Resource Administrative Assistant, Ms. Monica Pearson for her help with the employee handbook.

ACTION TAKEN - Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the 2019 revised Genesee County Road Commission employee handbook and adoption of the resolution.

MOTION CARRIED.

Limestone Resurfacing (2019 Project) - Consumers Energy Saginaw Trail Pipeline Project, Frances Road from Vassar Road to Irish Road, Forest Township – In a memorandum dated October 31, 2019, staff requested the Board approve the Limestone Resurfacing project on Frances Road from Vassar Road to Irish Road in Forest Township due to the Consumers Energy Saginaw Trail Pipeline project construction. (Copy of memorandum and Stoneco limestone delivery invoices filed with official minutes.)

ACTION CARRIED – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the limestone resurfacing project on Francis Road from Vassar Road to Irish Road in Forest Township, due to the Consumers Energy Saginaw Trail pipeline construction. Consumers Energy agreed to reimburse the GCRC for limestone resurfacing. The invoices from the vendor total \$50,025.78 and GCRC received \$57,940.86 from Consumers Energy on April 25, 2019. All overpayments will be reimbursed back to Consumers Energy.

MOTION CARRIED.

CONSENT

None.

MANAGING DIRECTOR REPORT

Argentine Township Dam Repairs – Director of Engineering, Mr. Eric Johnston explained that on November 01, 2019, the Argentine Township dam was opened in the morning to accommodate excessive water levels due to heavy rainfall. When the operator went to close the gates that evening, one of the primary gates would not go down. The operator called 911 and they got in contact with GCRC Programming and Development Engineer, Mr. Alexander Patsy, P.E. Mr. Patsy contacted Zito Construction to help repair the door mechanism on the gate. Because the gate controls the water level of the lake, Mr. Johnston stated that the Lobdell Lake level was descending by 4.5 inches of water per day that the gate remained open. Mr. Johnston said Genesee County Road Commission and Zito Construction would be working on the gate mechanism today to try to get the gate closed.

Managing Director, Mr. Peivandi stated that there was an old agreement written in the early 1920's with Argentine Township that the Township is the owner of the dam and the GCRC is the maintaining agency of the dam. Mr. Peivandi stated he would be meeting with Argentine Township to discuss the maintenance responsibility to see if the Township can generate revenue for the dam through a special assessment of lake owners. Mr. Peivandi indicated that since 2001, GCRC has spent \$420,000 towards the maintenance of the Argentine Dam.

Mr. Johnston stated that the Argentine Township Supervisor, Mr. Brian Saad, did talk to the MDEQ about the Argentine Dam and the MDEQ stated that there is money available through grants.

Update on Winter Maintenance Operations – Director of Operations, Mr. Randy Dellaposta updated the Board on the GCRC Winter Maintenance Operations. Mr. Dellaposta stated that all winter maintenance fleet vehicles have been inspected by the districts and the fleet is prepped and ready for the snowfall predicted for Monday, November 11, 2019. The Linden and Otisville district garages are up and running with 10,000-gallon brine tanks. The Flint facility has two brine tanks. Mr. Dellaposta stated that the brine mixture would result in a huge decrease in our salt usage.

Chairperson Mandelaris asked for a motion to accept the Managing Director report.

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Arceo, to accept the Managing Director report.

MOTION CARRIED.

COMMISSIONERS' CONCERNS

Sign in Sheets for the Public attending GCRC Board meetings - Commissioner Kautman-Jones suggested some minor changes be made to the public sign-in sheets for the GCRC Board meetings to include email addresses, whether the individual would be addressing the Board and if so, is the item on the agenda. Staff stated they would make these changes to the sign in sheets.

Holiday Food Drive - Commissioner Kautman-Jones also asked if GCRC would be holding a food drive for the Food Bank of Eastern Michigan. Staff stated they would be having a food drive this holiday season.

Investment Policy Changes - Chairperson Mandelaris commented on the investment policy changes, inquiring on the difference in color of the strike-through corrections made. Staff stated each color represented who made the changes, staff, legal counsel or the financial investment firm. Chairperson Mandelaris asked that staff insure the correct the MCL number is on the resolution

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ADJOURNMENT

With no objections, Chairperson Mandelaris adjourned the meeting at 11:09 a.m.

JOHN J. GLEASON

Clerk/Register

Linda B. Kossak, Secretary of the
Board of Road Commissioners
lbk, 11/05/2019